RCFE Consumer Information Initiative
Summary Project Schedule
June 5, 2009

Task Description	Start Date	End Date	Deliverable
Assemble Project Workgroup	05/15/09	06/01/09	Multi- disciplinary Web workgroup is established:
Prepare and distribute preliminary materials for workgroup	05/15/09	6/05/09	RCFE consumer information preliminary planning materials
Web Services Workgroup meeting one - convene workgroup for orientation and to initiate process to develop content of RCFE consumer information	06/10/09	06/10/09	Meeting summary, follow-up action plan, notes for updates to consumer information planning document
Develop content of RCFE consumer information based on workgroup process	06/10/09	08/15/09	Final draft of RCFE Consumer Information Organization and content
Web Services Workgroup meeting two - convene session to meet web developer and make adjustments to content	09/09/09	09/09/09	Meeting summary, follow-up action plan, notes for updates to planning document
Develop RCFE licensee information entry function	09/10/09	11/15/09	Alpha licensee Web services portal available for testing
Test licensee information entry function	11/15/09	12/01/09	Beta licensee Web services ready for pilot testing by RCFEs
Assemble pilot group of RCFE licensees	01/02/10	01/15/10	Pilot group of website users
Conduct pilot test of licensee information entry function	02/15/10	03/15/10	Pilot Demonstration of licensee web services entry function

Evaluate pilot/adjust web services licensee information entry function based on lessons learned	03/15/10	4/15/10	Production version of licensee Web services ready to deploy
Phased roll-out to all RCFE licensees interested in participating in web information entry	04/15/10	06/30/10	Licensee Web services information entry available to all registered RCFEs

Develop link in CCLD facility search to display new licensee entered consumer information	04/15/10	04/30/10	Facility search link to new licensee entered consumer info
Develop upgraded RCFE facility file for CHCF and others containing new consumer information	05/01/10	06/30/10	New upgraded facility file with consumer info for CHCF and others

Develop Consumer-Friendly Citation Language for RCFE Inspection Reports

Summarize history of citations previously issued for RCFE regulatory violations	04/17/09	05/01/09	Electronic summary of RCFE citations issued since implementation of revised RCFE regulations Completed
Develop methodology and format for the citation language for regulatory violations	06/01/09	06/30/09	Document describing methodology and citation language format
Develop citation language for the priority group of RCFE regulatory violations	06/01/09	09/30/09	Draft language for the priority group of regulations
Coordinate review of citation language by CCLD staff, CDSS Legal Division and workgroup members	10/01/09	10/31/09	Comments received on draft language from all reviewers; material distributed by email
Refine and update citation language based on comments by stakeholders and CDSS Legal Division	11/01/09	02/28/10	Final report of citation language for the priority group of RCFE regulations

Incorporate New Consumer-Friendly Citation Language into the RCFE Inspection Reports

Design method to incorporate the new RCFE citation language into the laptop computer system	10/15/09	03/29/10	Information Technology design document describing the method
Develop and test changes to laptop system	03/29/10	10/01/10	New language and inspection reports method available for pilot testing
Deploy the new citation language for use by all CCLD RCFE licensing analysts	10/01/10	12/31/10	Language available to all CCLD RCFE licensing analysts